



# Filing a Return as a Ethanol Producer

## Upload a File Containing Data

**FILE AND PAY AT:**  
<http://sd.gov/epath>

# **BENEFITS OF EPATH**

- Provides 24/7 access to file and pay returns by electronic means
- Easy Data entry or Data upload
- System does all calculations
- Pay by ACH Debit or ACH Credit

## **Features**

- Amend returns online
- Review returns, payments, outstanding returns, and account balances
- Make payments
- View pending payments and make changes to pending payments
- Use bank account for a one-time payment or save account information for future payments
- Use one EPath account to file and pay taxes for multiple licenses for same owner
- Assign additional users access to specific licenses on your EPath account
- Change your password, security questions, and email address at any time

Login >

**Log in to your Account**

Username:

Password:

[Forgot your Password?](#)

Continue

**Create an Account**

If you are not already using EPath to access your account, create an account now.

Create Account

Watch Video on  
Creating an Account

**Use EPath to file and pay the following taxes:**

911 Emergency Surcharge  
Bank Franchise Tax  
Contractors' Excise Tax  
Sales and Use Tax

**Motor Fuel:**

Biodiesel Producer	Blender
Ethanol Broker	Ethanol Producer
Importer/Exporter	LNG
LPG User	LPG Vendor
Supplier	

Make a Payment >

If you don't have an EPath account and need to make a payment by ACH Debit or Credit Card for the Taxes Listed above.

If you owe tax and do not have a tax license, please call 1-800-829-9188.



Due Dates Calendar

ACCESS  
EPATH HELP  
FROM EVERY  
SCREEN

Please refrain from using the browser's back button while using this site.

This site uses SSL (Secure Sockets Layer) encryption to protect your information.

[Privacy Statement](#)

Each  has help information, simply point to the  to display the information.

## Main Menu >

### **File and/or pay taxes.**

- ▶ [File or Amend Return/Payment](#) 
- ▶ [Upload Additional Documentation](#) 

- ▶ [Payment Only](#) 

### **Select an account function to perform.**

- ▶ [Add/Edit User Accounts](#) 
- ▶ [Cancel Licenses](#)
- ▶ [Print License Card](#)

- ▶ [Change Profile](#) 
- ▶ [Add a License](#)

### **View History.**

- ▶ [View Account Activity](#) 
- ▶ [View Pending Items](#) 


- ▶ [View/Edit Pending Electronic Payments](#) 
- ▶ [View Deleted Electronic Payments](#) 

Log out

## Main Menu >

**File and/or pay taxes.**

▶ **File or Amend Return/Payment** 

▶ [Upload Additional Documentation](#) 

▶ [Payment Only](#) 

## Tax Return Filing Menu >

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

**Note:** Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.

### Filing Options

☒ File a Return For:

☐ Amend a Return For: 

☐ Edit a Saved Return:

Select the Data Entry Method:

3000-1000-EP Wonder Woman Corporations (Ethanol Producer) 

--Please select a Period--

DEC 2015 (Monthly Return)

NOV 2015 (Monthly Return)

OCT 2015 (Monthly Return)

SEP 2015 (Monthly Return)

AUG 2015 (Monthly Return)

☐ Manual Data Entry

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**Step 2:** Choose from Filing Options to file, amend, or edit returns

**Step 1:** Use the dropdown boxes to display license numbers and returns

## Tax Return Filing Menu >

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

**Note:** Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.

### Filing Options

- ☒ File a Return For:  
☐ Amend a Return For: ⓘ  
☐ Edit a Saved Return:

Select the Data Entry Method:

3000-1000 EP Wonder Woman Corporations (Ethanol Producer)	▼
FEB 2016 (Monthly Return)	▼
You do not have a return that can be amended at this time	▼
You do not have a return that has been saved at this time	▼

- ☒ Upload File Containing Data  
☐ Manual Data Entry

Log out

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Upload File Containing Data  
allows you to upload your  
EPath Schedule that is  
saved on your computer.

**Step 3:** Choose a Data Entry Method to input a schedule

**Step 4:** Click Next

## Example: Upload a File Containing Data

### Data File Definition >

Filing FEB 2016 Return For 3000-1000 EP

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Please select the type of file you will be sending. In a fixed length file, each field has a specified size that remains constant throughout the entire file. In a delimited file, all fields in a record are separated by a specified character.

Skip the first  lines of the file

1. ☐ Fixed Length:

☐ File contains no line feeds

2. ☒ Delimited File:

Field Delimiter:   ☐ Other:

String Qualifier:   ☐ Other:

Refers to the lines that contain column headings. If the EPath Schedule of Receipts and Disbursements Template is used no changes are needed

The Delimited File defaults to "comma" and "Double Quote" No changes are needed

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Click Next



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Describe the fields in your file using this section. Use the arrow buttons to reorder the fields. When using a fixed-length file, specify the length of each field in your file. You may remove any non-mandatory fields that are not in your file by checking the box in the right-hand column.

Position	Field Name	Size	Include
1 ▾	Schedule Type	2	Required
2 ▾	Carrier Name	100	Required
3 ▾	Carrier FEIN	10	Required
4 ▾	Mode	2	Required
5 ▾	Origin State	2	Required
6 ▾	Destination State	2	Required
7 ▾	Sold To	100	Required
8 ▾	Purchaser FEIN	10	Required
9 ▾	Transaction Date	8	Required
10 ▾	Manifest Number	15	Required
11 ▾	Gross Gallons	9	Required
12 ▾	Product Type	3	Required

[Reset Layout](#) | [Save Layout](#)
[Back](#) [Next](#)

If you are using the EPath template to file your schedule no changes are needed on this page and you can click **Next**.

**Field Name** is the column heading on the EPath Schedule.

**Step 1:** Enter the Position number for each Field Name as they appear on your EPath Schedule. In the example below the first column would be Position 1 so you want to match the Field Name to the Column heading.

**Position** refers to the column on the schedule that is uploaded into EPath.

**Step 2:** If the layout changes click Save Layout before clicking Next.

Schedule Type	Carrier Name	Carrier FEIN	Mode	Point of Origin	Destination	Sold To Acquired From	Purchaser Seller FEIN	Date Shipped Received	Manifest Number	Gross Gallons	Product Type
5	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/12/2016	9812345	1500	123
5	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/15/2016	9812345	1600	123
5	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/15/2016	9812345	1200	123
10	A Carrier	123456789	J	SD	WY	A Purchaser	999999999	02/15/2016	9812345	1900	123
10	A Carrier	123456789	J	SD	WY	A Purchaser	999999999	02/16/2016	9812345	500	123
5	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/16/2016	9812345	1000	123
5	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/16/2016	9812345	2500	123
5	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/16/2016	9812345	1800	123
6a	A Carrier	123456790	J	SD	SD	A Purchaser	999999999	02/16/2016	9812345	3500	123



# PRODUCT TYPES, SCHEDULE TYPES, AND MODE OF TRANSFER

- ❖ You will only be reporting Ethyl Alcohol sales so the product type entered will always be 123. Depending on the type of activity conducted, below are the schedule types and modes that you will use. When uploading an electronic schedule the following schedule types will automatically record the gallons you report on the line listed in the description box.

<u>Schedule Type</u>	<u>Description</u>
5	This schedule type will be used to report transactions of Ethyl Alcohol that was sold for use or used in licensed motor vehicles upon which fuel tax is due. This amount will be reported on <u>Line 5</u> of the tax return.
6a	This schedule type will be used to report transactions of Ethyl Alcohol that was sold tax exempt to license Importer/Exporters for export. This amount will be reported on <u>Line 4</u> of the tax return.
10	This schedule type will be used to report transactions of Ethyl Alcohol that was sent to other tax exempt entities. This amount will be reported on <u>Line 4</u> of the tax return.

- ❖ How the fuel was transported will also need to be listed on the schedule. Below are the codes that will be used and what they stand for.

<u>Mode</u>	<u>Description</u>
J	Truck
R	Rail Car
B	Barge
PL	Pipeline

## Example: Data File Upload

### Data File Upload >

### Filing FEB 2016 Return For 3000-1000 EP

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Use the 'Browse' button to locate the file from your computer that you want to upload then click the 'Add File' button. If your data is contained in multiple files you may upload each file. When finished click the 'Next' button to preview the contents of the file.

**Step 2:** After you choose the file you wish to upload click Add File

**Step 1:** Click Browse

### Data File Upload >

### Filing FEB 2016 Return For 3000-1000 EP

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Use the 'Browse' button to locate the file from your computer that you want to upload then click the 'Add File' button. If your data is contained in multiple files you may upload each file. When finished click the 'Next' button to preview the contents of the file.

				Browse...
		Add File		
Delete	File Number	Upload Date	File Name	File Size
Delete	1	6/15/2016 11:36:44 AM	H\Excel\EP Schedule.csv	1128

**Step 3:** Click Next

❖ The file must be saved as either a .csv or .txt for EPath to recognize the data when the file is uploaded.

## Supplier File Preview >

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Ethanol Producer

EP Summary

Verify Info

Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is not click the back button and reimport the corrected file.

Result	Schedule Type	Carrier Name	Carrier FEIN	Mode	Origin State	Destination State
Success	5	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD
Success	10	A Carrier	123456789	J	SD	WY
Success	10	A Carrier	123456789	J	SD	WY
Success	5	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD
Success	6a	A Carrier	123456790	J	SD	SD

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Next

Click Next

Example: Failed Download

If you did not get error messages click Next and skip the next slide

[View Results](#) >

**Step 1:** If you get error messages click on View under Error Codes

Filing FEB 2016 Return For 3000-1000 EP

These are the results of the upload

Result	Error Codes	Schedule Type	Carrier Name	Cal
Failed	<a href="#">View</a>	6a	A Carrier	12
Page 1 of 1   Total Records: 1				

Total Records: 9  
Successful Records: 8  
Invalid Records: 1

[View](#) [Save](#)  
[View](#) [Save](#)  
[View](#) [Save](#)

**Step 3:** Click Back

This will open a new window that describes the error.

**Step 2:** Go directly to your schedule file on your computer, make the needed corrections, and save the file.

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#### Supplier Return Error Code Descriptions

113	Schedule Type 6A cannot have SD as the Destination State
-----	--

## Example: Failed Download Continued...

**Step 4:** Click Back on the File Preview Page

### Supplier File Preview >

Filing FEB 2016 Return For 3000-1000 EP

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Ethanol Producer

EP Summary

Verify Info

Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is not click the back button and reimport the corrected file.

Result	Schedule Type	Carrier Name	Carrier FEIN	Mode	Origin State	Destination State
Success	5	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD
Success	10	A Carrier	123456789	J	SD	WY
Success	10	A Carrier	123456789	J	SD	WY
Success	5	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD
Success	5	A Carrier	123456789	J	SD	SD
Success	6a	A Carrier	123456790	J	SD	SD

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### Data File Upload >

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Biodiesel Producer

BP Summary

Verify Info

Use the 'Browse' button to locate the file from your computer that you want to upload then click the 'Add File' button. If your data is contained in multiple files you may upload each file. When finished click the 'Next' button to preview the contents of the file.

*Note: A file already exists for this return. If you would like use the existing file just click the 'Next' button without selecting another file.*

Browse...

Add File

Delete	File Number	Upload Date	File Name	File Size
Delete	1	6/17/2016 3:21:39 PM	H:\Excel\Biodiesel Producer.csv	954

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Next

### To Upload New File

- ✓ Click Browse
- ✓ Upload Corrected File
- ✓ Click Add File
- ✓ Click Next

**Step 5:** Click Delete and upload the corrected file

**TIP:** Calculate entries before continuing on in the process.

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## Ethanol Producer Return

### DENATURED FUEL-GRADE ALCOHOL INVENTORY SALES

1. Total gallons of fuel-grade alcohol in inventory at beginning of reporting period	Manual Entry
2. Total gallons of fuel-grade alcohol produced or upgraded during reporting period	Manual Entry
3. Subtotal gallons of fuel-grade alcohol (Add Lines 1 and 2)	20,000
4. Total gallons of fuel-grade alcohol sold to licensed brokers and exporters	5,900
5. Total gallons of taxable fuel-grade alcohol sold to non-licensed brokers and exporters	9,600
6. Total gallons of fuel-grade alcohol sold during reporting period (Add Lines 4 and 5)	15,500
7. Total gallons of fuel-grade alcohol in inventory at end of reporting period (Subtract Line 6 from Line 3)	4,500

### ENTHANOL PRODUCTION INCENTIVE

8. Total gallons biobutanol produced	Manual Entry
9. Total gallons ethyl alcohol shipped out of the United State of America	Manual Entry
10. Total gallons fuel-grade sold during reporting period (Record amount from Line 6 here)	15,500
11. Total gallons fuel-grade alcohol produced out-of-state	Manual Entry
12. Net gallons eligible for production payment (Subtract Line 11 from Line 10 and add Line 8 + Line 9)	15,500
13. Production Payment Rate	\$0.20
14. Production payments allowance for this reporting period (Multiply Line 12 by rate on Line 13)	\$3,100.00

### TAXES AND FEES DUE

15. Allowance(If Filing on Time) (Multiply Line 5 by 0.0225)	0
16. Fuel Tax Due (Subtract Line 15 from Line 5 and multiply by \$0.14)	\$1,344.00
17. Tank Inspection Fee (Multiply Line 5 by \$0.02)	\$192.00
18. Total gallons of natural gasoline used for denaturing alcohol	Manual Entry
19. Total gallons of gasoline used for denaturing alcohol	Manual Entry
20. Net Credit Due for gallons used as a denaturant (Multiply Lines 18 & 19 by \$0.28 tax rate)	\$0.00
21. Tank Inspection Fee (Multiply Lines 18 & 19 by \$0.02)	\$0.00
22. Total credit for this reporting period (Add Lines 20 and 21)	\$0.00
23. Total taxes and fees for this reporting period (Add Lines 16, 17, and subtract Line 22)	\$1,536.00
24. Interest	\$46.08
25. Penalty	\$153.60
26. Total Due (Add Lines 23, 24, and 25)	\$1,735.68

Calculate

Back

Next

### Step 1:

Lines 1,2,  
8,9, 11, 18,  
and 19 are  
entered in  
manually

### Step 2:

Click  
Calculate

### Step 3:

Click Next

## Example: Returns with Tax Due




On the Payment Method page you have the option to pay the tax amount due on your return. If no tax is due you will not reach this page.

### Payment Method >

Filing FEB 2016 Return For 3000-1000-EP

**Step 1:**  
Choose a  
Payment  
Method

Select the Payment Method you will be using

- ☐ ACH Debit ?  
☐ ACH Credit ?  
☐ Credit Card   

A non-refundable convenience fee of 2.45% will apply if you pay by credit card.

Credit Card payments are processed by Elavon Inc. You will be taken to Elavon's site to enter your credit card information after you submit your return.

☐ No Payment at this time. (Interest will apply to late payments.)

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If you choose to make a payment at a later date select No Payment at this time and click Next.

**Step 2:** Follow the prompts to make a payment if you choose to make a payment at this time

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**Step 3:** Click  
Next



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## Ethanol Producer Return

## DENATURATED FUEL-GRADE ALCOHOL INVENTORY &amp; SALES

1. Total gallons of fuel-grade alcohol in producer's inventory at begining of reporting period	20,000
2. Total gallons of fuel-grade alcohol produced or upgraded during reporting period	80
3. Subtotal gallons of fuel-grade alcohol (Add Lines 1 and 2)	20,080
4. Total gallons of fuel-grade alcohol sold to licensed ethanol brokers and exporters	5,900
5. Total gallons of taxable fuel-grade alcohol sold to non-licensed ethanol brokers and exporters	9,600
6. Total gallons of fuel-grade alcohol sold during reporting period (Add Lines 4 and 5)	15,500
7. Total gallons of fuel-grade alcohol remaining in inventory at end of reporting period (Subtract Line 6 from Line 3)	4,580

## ETHANOL PRODUCTION INCENTIVE

8. Total gallons biobutanol produced	50
9. Total gallons ethyl alcohol shipped out of the United State of America	35
10. Total gallons fuel-grade sold during reporting period (Record amount from Line 6 here)	15,500
11. Total gallons fuel-grade alcohol produced out-of-state	100
12. Net gallons eligible for production payment (Subtract Line 11 from Line 10 and add Line 8 + Line 9)	15,485
13. Production Payment Rate	\$0.20
14. Production payments allowance for this reporting period (Multiply Line 12 by rate on Line 13)	\$3,097.00

## TAXES AND FEES DUE

15. Allowance (If filing on time) (Multiply Line 5 by 0.0225)	0
16. Fuel Tax Due (Subtract Line 15 from Line 5 and multiply by \$0.14)	\$1,344.00
17. Tank Inspection Due (Multiply Line 5 by \$0.02)	\$192.00
18. Total gallons on natural gasoline used for denaturing alcohol	1,500
19. Total gallons of gasoline used for denaturing alcohol	5,000
20. Net Credit Due for gallons of gasoline and/or natural gasoline used as a denaturant (Multiply Lines 18 & 19 by \$0.28 tax rate)	\$1,820.00
21. Tank Inspection Fee (Multiply Lines 18 & 19 by \$0.02)	\$130.00
22. Total credit for this reporting period (Add Lines 20 and 21)	\$1,950.00
23. Total taxes and fees for this reporting period (Add Lines 16, 17, and subtract Line 22)	(\$414.00)
24. Interest Due	\$0.00
25. Penalty Due	\$10.00
26. Total Due (Add Lines 23, 24, and 25)	(\$404.00)

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**TIP:** Always remember to review your entries before continuing on in the process.

Click Next

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Please verify your Return information. Use the 'Back' button or select a link from the side menu to go to the appropriate page to fix the errors.

To submit your Return read the 'Filing Agreement', enter your log in password, and click the 'Submit' button.

## Return Information

<b>License:</b>	3000-1000-EP	<b>Period:</b>	02/2016
<b>Name:</b>	WONDER WOMAN CORPORATIONS	<b>Return Due Date:</b>	3/23/2016
<b>File Code:</b>	Required Calendar Monthly	<b>Return Type:</b>	EP - Original
		<b>Total Tax Due:</b>	(\$414.00)
		<b>Interest/Penalty:</b>	\$10.00
		<b>Total Due:</b>	(\$404.00)
		<b>Payment Type:</b>	

## Filing Agreement

By rekeying my log in password I declare and affirm under penalty of perjury that this return has been examined by me, and to the best of my knowledge and belief is in all things true and correct. I understand that by submitting this return electronically it is my intention to have the South Dakota Department of Revenue accept it as filed.


Login Password:

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Submit

**Reminder:** Clicking Submit will finalize the filing process. Make sure to look everything over one last time.

## Confirmation Information >

Confirmation
Confirmation Number: <b>117251341694570807</b> Date Submitted: <b>Jun 09, 2016 5:25 PM</b>
Return
License: <b>3000-1000-EP</b> Period: <b>02/2016</b> Return Type: <b>EP- Original</b> Return Due Date: <b>Mar 23, 2015</b> Total Amount Due: <b>-\$404.00</b>  <a href="#">View/Print Full Return</a>

**Please Note:** You will **NOT** be able to print your return after you return to the main menu. Click View/ Print Full Return to print your return

Find additional information and instructions for using EPath  
at: <http://dor.sd.gov/epath/>

## *Questions?*

Call: 605.773.8178  
Email: [sdmotorfuel@state.sd.us](mailto:sdmotorfuel@state.sd.us)